Development Process – Commercial REMODEL

1 Planning Phase (785) 368-3728

Contact Planning staff to determine if proposed use meets zoning approvals.

If YES go to Building Permit Phase

If NO go to Step 2 of Planning
Phase under "New
Construction" flow chart

2 Building Permit Phase (785) 368-3704

Building Permit Application & Review

Pre-App Meeting

Consult with Development Services staff to determine any required building, fire, or trade permits due to change of use or modifications on site

Application

Design professional submits complete application/fees for required permit

Review

Plans are reviewed for compliance with following standards:

- Building Code
- □ Trade Codes
 - Mechanical
 - Plumbing
 - Electrical
- ☐ Fire Prevention
- Comments and revisions are sent back to design professional
- Design professional makes any necessary revisions and resolves issues

Building Permit Issuance

- The applicant is notified the permit is approved and ready for pick-up upon payment of remaining fees
- Schedule preconstruction meeting
- Create trade permits
- All contractors must be licensed to work within the City of Topeka

3 Construction Phase (785) 368-3905

Inspections & Certificate of Occupancy

for inspections during construction including Building, Fire, and Trades (mechanical, electrical, & plumbing)

Finish

 Upon final inspection by all reviewing agencies, building official issues certificate of occupancy (CO)



2-week average

City of Topeka Planning Department www.topeka.org/planning